



Management Systems

MANAGEMENT BULLETIN

Subject: July 2002 Changes to Mandatory Monthly CDD-801A (Monthly Child Care Population Information) Data Collection Submittal and Instructions	No: 02-12
Authority: Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PL 104-193); Federal Regulations: 45 CFR Part 98, Child Care and Development Fund (CCDF), Subpart H—Program Reporting Requirements, Sections 98.70-.71); California Education Code Section 8261.5.	Date: July 2002
Reference: Management Bulletin 01-15 and 01-22	Expires: When Rescinded

ATTENTION: EXECUTIVE OFFICERS/SUPERINTENDENTS; PROGRAM DIRECTORS OF ALL CALIFORNIA DEPARTMENT OF EDUCATION (CDE) CHILD CARE AND DEVELOPMENT PROGRAMS [EXCEPT RESOURCE AND REFERRAL PROGRAMS]

PURPOSE

The purpose of this Management Bulletin (MB) is to notify you that all CDE Child Development Division (CDD) child care and development agencies are required to report child-specific data, child care provider federal employer identification numbers (FEIN), and county codes for families on CDD-801A reports no later than with the July 2002 report that is due August 15. In addition, agencies that are not yet operational (and, therefore, are not serving children) or will be closed for full months, must notify Management Systems in writing to avoid penalties for non-reporting.

Effective with the July 2002 report month, reports that do not comply with the new requirements will be out of compliance with reporting requirements and will be rejected. ***Failure to report or report correctly will result in withholding of non-complying contractors' child development apportionments consistent with their funding terms and conditions.***

BACKGROUND

In Management Bulletin 01-22, agencies were notified that they had an eight-month phase-in period for the new data elements in order to allow them to focus on electronic reporting requirements effective with the November 2001 report month.

Agencies have been allowed to provide program codes at the family level, and to not provide FIPS Codes (5-Digit County Code) for subsidized families. In addition, agencies have been allowed to submit family information that did not contain child-specific information.

When CDE notified non-reporting agencies of potential withholding, several agencies indicated that although they had a signed contract, they had not yet started serving children. Current systems do not provide that information to CDE.

NEW REQUIREMENTS

New Data Elements

Effective with the July 2002 report, all agencies must submit the FIPS Code for each family receiving subsidized child care. In addition, agencies must submit the following child-specific information for each child receiving CDD-subsidized child care in each reported family:

- Name of Child Receiving CDD-Subsidized Child Care;
- Date of Birth of Child;
- Provider Federal Employment Identification Number (FEIN)/social security number (SSN) for each provider offering the child's subsidized child care;
- Type(s) of Child Care; and
- Program Code(s) for each child by each Type of Care.

Note: Type of Care and Program Code are required for each physical setting.

Program codes at the family level will no longer be accepted beginning with the July 2002 report month.

See the Child Development Management Information System (CDMIS) Information Web site for complete data definitions. All new data elements are necessary to meet federal reporting requirements. These requirements apply regardless of the method used for data submission (electronic file transfer or Web input). Electronic file transfers without this information will be rejected. Family Web updates without this information will not be saved.

Months in Which Children are not Served

Notify Management Systems in writing if you are a new contractor and are not yet serving children. Include your agency name, vendor number, contract type, the month(s) in which you will not be serving children, a contact name, and a phone number. If you serve any children in a month, even for a day, you must report for that month.

Notify Management Systems in writing if you will be closed for any months and will not be serving any children in those month(s). Include the same information as indicated above for new contractors.

The Management Systems address for these notifications is:

California Department of Education
Management Systems
560 J Street, Room 260
Sacramento, CA 95814


COPY FORWARD IMPACT

Many agencies use the copy forward feature to simplify reporting. Note that when families are copied forward from the June 2002 report to the July 2002 report, program codes at the family level will not copy forward. ***Even though the copy forward feature works without child-specific information, the July 2002 report will not be counted as acceptable until FIPS Codes are added for all families and all child-specific information is included.***

RESOURCES AVAILABLE

Data definitions are available at the Management Systems' CDMIS Information Web site at <http://www.cde.ca.gov/cyfsbranch/ms/cdmis>. Data definitions include detailed data definitions, data sources, commonly made mistakes (with solutions to those mistakes), and frequently asked questions. Electronic File Transfer specifications and instructions are available at the same Web site.

If you have questions, please contact Management Systems at cdmis@cde.ca.gov or (916) 445-1907.



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